

Letter is sent from the requesting organization or individuals within the organization on official letterhead to:

Naval Supply Systems Command
Attn: Ms. Joyce DeTolla
5450 Carlisle Pike, P.O. Box 2050
Mechanicsburg, PA 17055-0791

Dear Sir or Madam:

This is to formally request (actual number needed) digital certificate(s), so that my company can conduct business with the United States Navy through the Naval Logistics Library Virtual Bidroom Website (www.bidroom.navsup.navy.mil). My company's CAGE code is (999999).

(Individual certificates within company **or** the company certificate with company POC) accept and agree that the Navy Acquisition Public Key Infrastructure (NA PKI) meets the security requirements for protecting bids. Further, each certificate user at (Company name) has read and agrees to abide by rules of the NA PKI as outlined in the NA PKI Certificate Practice Statement (copy acquired from the <http://pki.navy.mil>).

1. For Individual Certificates within Company: The following individual(s) require a digital certificate:

Name:

Phone Number:

OR

2. For Company Certificate with company point of contact: The (name of company) requests a company certificate. The following individual is the point of contact for the digital certificate request:

Name:

Phone Number:

I/We understand that Ms. Joyce DeTolla, the Registration Authority, (or her designated representative) will validate our company's request. It is further understood that Ms. DeTolla (or her designated representative) will contact the individual(s) above for validation.

Sincerely,

(Signature)

(Official Title)